



**Employ Prince George's Contracts and Operations Division on behalf of the
Prince George's County Workforce Development Board**

**SUMMER YOUTH CONNECTONS
SUMMER YOUTH EMPLOYMENT PROGRAM
REQUEST FOR PROPOSALS**

FY 2023: SUMMER YOUTH EMPLOYMENT PROGRAM

RFP#: WDBRFP-005

Important Dates

RFP Release Date: MARCH 11, 2022

Virtual Bidders Conference: MARCH 25, 2022 | 10:00 - 11:00 AM EST

Proposal Due Date: APRIL 11, 2022 | 4:00 PM EST

Proposals must be submitted via our online grant application portal no later than April 11, 2022, which can be accessed by clicking [here](#). **PROPOSAL APPLICATIONS SUBMITTED AFTER 4:00 PM EASTERN STANDARD TIME (EST) ON APRIL 11, 2022 WILL NOT BE ACCEPTED.** The Board is not responsible for any errors of omission. Mailed, faxed, or emailed proposal(s) **will not** be accepted.

Prince George's County Workforce Development Board (WDB) does not discriminate against faith-based organizations or against any Bidders or Proposer(s) because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
INTRODUCTION AND INTENT	4
REQUEST FOR PROPOSALS	4
ISSUING ENTITY	4
YOUTH COMMITTEE OF THE WDB.....	5
AMERICAN JOB CENTER COMMUNITY NETWORK (AJCCN)	6
SCHEDULE OF EVENTS	6
EX PARTE COMMUNICATION/CONFLICT OF INTEREST	6
ELIGIBILITY STATEMENT	7
FUNDING AMOUNT	8
TYPE OF CONTRACT RESULTS FROM THIS RFP.....	8
MINIMUM CONTRACTOR REQUIREMENTS:	8
SUMMER YOUTH EMPLOYMENT PROGRAM REQUIREMENTS.....	9
PROGRAM DESCRIPTION.....	9
HIRE QUALITY CAREER CONSULTANTS.....	10
OUTREACH AND RECRUITMENT.....	10
ELEGIBILITY, ORIENTATION, ASSESSMENT AND SUITABILITY.....	10
JOB READINESS TRAINING	12
WORKSITE MATCHING	13
RECRUITMENT AND MONITORING OF WORK SITES.....	13
ADMINISTERING PAYROLL	13
PERFORMANCE METRICS AND OUTCOMES	13
DATA, RECORDING KEEPING, VALIDATION AND REPORTING	14
FISCAL ACCOUNTABILITY AND STEWARDSHIP OF FEDERAL RESOURCES SUPPORTING THE WORKFORCE SYSTEM	15
INTERNAL SUB-RECIPIENT MONITORING	16

COST REQUIREMENTS 16

IN-KIND AND CASH MATCH RESOURCES 16

PROPOSAL PREPARATION AND FORMAT REQUIREMENTS 17

PROPOSAL NARRATIVE AND SCORING GUIDELINES 17

EVALUATION FACTORS FOR AWARD 17

BEST AND FINAL OFFERS / ONE HOUR PROPSE(S) INTERVIEW 18

APPLICANT COMPETENCY 18

BIDDERS CONDITIONS, REPRESENTATIONS AND AUTHORIZATIONS 19

INTRODUCTION AND INTENT

REQUEST FOR PROPOSALS

The Prince George's County Workforce Development Board (WDB) is seeking to contract with Youth Service Provider(s) that have experience in implementing subsidized summer youth employment programs, internships, work-based learning programs, or specialized training programs for youth, ages 16 - 24. Since the Covid-19 pandemic led to a sharp economic downturn in March of 2020, young people ages 16 - 24 have experienced higher rates of unemployment. In 2021, the annual youth unemployment rate in the Washington, DC Metro Area was 10.6%. These disconnected youth and young adults are twice as likely to live in poverty, three times as likely to not have a high school diploma, or its equivalent, and three times as likely to have a disability. Youth who are disconnected and disengaged from education, training and the world of work, risk skill atrophy and increased involvement in the justice system. Youth unemployment is often characterized as a community issue, a crime issue, an education issue, a public health issue, and a social service issue, but it is also an economic issue. As record numbers of employees begin to retire, the large number of youth and young adults that lack work experience and skills will increasingly become a bottom-line issue for businesses and industry leaders in Prince George's County. The WDB's Summer Youth Connections Summer Youth Employment Program (SYEP) RFP seeks to provide youth employment to young people by exposing them to various public and private sector industries, short-term job placement opportunities, and training to help young people increase their self-efficacy, gain work experience, and skills needed to succeed in today's workforce. Ultimately, the WDB seeks to expose youth and young adults to the livable wage occupations, high demand occupations, and the opportunity to identify career pathways in in-demand industries.

The contract term for this RFP will commence on May 1, 2022, through September 30, 2022. Businesses, Not-for-Profit Organizations, Community Based Organizations, Faith-based Organizations, Colleges Universities, Private Career Schools, Consortia's, Organized Labor, and Labor Training Entities are encouraged to respond to this RFP. Recognizing that many community-based service providers may not have the capacity to administer cost-reimbursement grants, the WDB encourages consortia proposals that collectively have the programmatic, fiscal, and administrative capacity to successfully operate the proposed program.

ISSUING ENTITY

The WDB (<https://pgcajc.com/workforce-board/>) is a dynamic group of private and public sector partners that provides leadership, direction, and policy oversight for the Prince George's County Public Workforce System, branded and modeled as the Prince George's County American Job Center Community Network. Our mission is to be a board that drives the innovation, integration, continuity, productivity, and efficiency of a workforce system that produces a robust, qualified, and skilled workforce that meets the needs of the business community.

The membership of the WDB is represented by:

Business Sector	Department of Social Services
Economic & Community Development	Adult Education/Literacy
Labor Organizations	Workforce Development Organizations
Vocational Rehabilitation	Higher Education
Community Based Organizations	State Employment Services
Chambers of Commerce	Elected Officials

The WDB provides guidance and oversight of the Prince George’s County American Job Center Community Network and ensures that businesses have the skilled workers and the resources needed to remain competitive and prosper in a global market. Job seekers can acquire the training and knowledge necessary to achieve livable wage employment along a career pathway, work toward financial stability and building wealth. Youth have access to opportunities in education, career exploration, and work experience with which to build careers in an in-demand industry, and along a career pathway.

The WDB’s workforce strategies are designed to reduce skills gaps across targeted in-demand industries with an emphasis in the following in-demand industries:

- Healthcare & Social Assistance
- Food & Beverage Manufacturing
- Advanced Manufacturing
- Construction and Real Estate
- Professional, Scientific & Technical Services
- Education
- Transportation and Logistics
- Government Services
- Information Technology
- Business Services
- Recreation, Tourism & Hospitality
- Accommodation and Food Services
- Retail Trade

The focus is on advancement along an in-demand career pathway, an approach that encourages job seekers to pursue incremental, progressive skills that will lead to better jobs as they advance along their chosen career pathway.

YOUTH COMMITTEE OF THE WDB

The WDB has appointed its Youth Committee (YC) to provide information and assist with planning, operational, and other issues relating to the provision of services for youth per (WIOA Section 107). All proposals will be reviewed by an evaluation team, comprised of YC Members, WDB Staff, American Job Center/One-Stop Delivery System Committee Members, Disability & Severe Barrier Committee Members, and additional evaluators with subject matter expertise. The evaluation team will review eligible proposals and make recommendations to the WDB for final selection(s).

AMERICAN JOB CENTER COMMUNITY NETWORK (AJCCN)

The WDB requires that all workforce development program related contractors become a member of the Prince George's County Public Workforce System, branded, and modeled as the Prince George's County American Job Center Community Network (AJCCN). Membership requires an executed Membership Agreement, that lays forth all obligations of both parties under that document. Because of the fiscal relationship between Employ Prince George's and said contractors, the AJCCN membership will be at the Tier I level, and the Contractor(s) will be required to attend all monthly and quarterly AJCCN meetings. The Membership Agreement is required to be executed at the same time as the Sub-Recipient Agreement. If a contractor refuses to sign the Membership Agreement and join the AJCCN, Employ Prince George's will not execute a Sub-Recipient Agreement with the contractor.

SCHEDULE OF EVENTS

- **RFP ISSUED** **Friday March 11, 2022**
- **PRE-BIDDERS QUESTIONS DUE** **Wednesday, March 23, 2022 10:00 a.m. (EST)** *All questions regarding the RFP must be submitted in writing by e-mail to enstevens@co.pg.md.us or asked at the Pre-Proposal Conference. After the RFP is issued, Proposers are prohibited from contacting employees regarding this RFP directly.*
- **BIDDERS CONFERENCE** **Friday, March 25, 2022 10:00 a.m. (EST)** *This will be a MICROSOFT TEAMS LIVE EVENT. Representatives from the WDB team will share guiding principles, priorities, and regulatory requirements relevant to, the WIOA Out-of-School Youth Employment Program and RFP process. Prospective proposers will have the opportunity to ask questions. Pre-Registration is not required, please use the following link to [JOIN THE LIVE PRE-PROPOSAL CONFERENCE](#)*
- **COMPLETED PROPOSAL SUBMISSION DEADLINE** **Monday, April 11, 2022 4:00 p.m. (EST)**
Proposals must be received no later than date and time listed in the Schedule of Events. Proposals not submitted through the on-line application will not be considered.
Individual Proposals will not be read in public or available for public inspection until after an award determination has been made and agreement is executed.

Note: Technical questions and technical support regarding the on-line application will be accepted and answered individually up to the proposal submission deadline listed above in the schedule of events.

EX PARTE COMMUNICATION/CONFLICT OF INTEREST

Each Bidder shall ensure that no improper, unethical, or illegal relationships or conflicts of interest whether actual or apparent exist between or among the Bidder, the WDB, and any other parties to this RFP. The Bidder is responsible for disclosing at the point of proposal submission or as soon as the situation arises of any such relationships. This includes interests that they may have with any individual or entity doing

business with or proposing to do business with the Workforce Development Board or Employ Prince George's (EPG).

An employee or official may not be employed by or have a financial interest in any entity subject to their authority or of the Prince George's County agency, board, or commission of which they are affiliated; or entity that is negotiating or has a contract with that agency, board, or commission; or hold other position that may impair their judgment or impartiality.

The WDB reserves the right to determine the pertinence of such relationships, when discovered or disclosed, whether intended or not, and to decide whether the Bidder's disqualifications and/or cancellation shall be at no fault or liability whatsoever to the WDB. The WDB's determination regarding any question of conflict of interest will be final.

All WDB members, EPG Board members, officers, and staff are precluded from entertaining questions concerning the completion of the proposal or the procurement process outside the confines of the Pre-Proposal Bidders' Conference. Potential Bidders are asked to respect these conditions by not making personal requests for assistance, except at the conference.

ELIGIBILITY STATEMENT

We acknowledge that the WDB acts in compliance with the WDB approved policy *1.400.100.002 Conflict of Interest Policy for Local Workforce Development Board, WIOA and 2 CFR 200.112 Regulations Regarding Disclosure of Financial Conflict of Interest.*

Now therefore, in consideration of the mutual covenants contained herein, the following parties are precluded from submitting proposals for WDB Request for Proposals issued by EPG's Contracts and Operations Department: Employee Prince George's Inc. Employees, Board Members, Committee and Subcommittee Members who serve as staff for the Workforce Development Board

Eligible applicants include non-profit and for-profit organizations, private sector entities, educational institutions, private career schools, community-based organizations, and other entities operating in accordance with federal, state, and local law, and must have been in business for at least three years. Applicants must be an incorporated organization. Eligible applicants must be in good standing with the state and federal government. Organizations currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal, State, City, or County department/agency, quasi-governmental agency, or the WDB are ineligible to apply. A group of two or more applicants may apply as a consortium but the WDB will award only ONE CONTRACT to the lead applicant/fiscal agent. All entities, whether directly contracted or subcontracted via the lead applicant/fiscal agent, will be held to the requirements of Federal, state, and local policies. Please be aware that additional monitoring, compliance, and assessment requirements will become the responsibility of the lead applicant/fiscal agent. All selected applicants will have demonstrated experience and expertise in the provision of high- quality workforce development services to the target populations described in this RFP. Providers will be expected to ground their organization within the communities they serve with staff focused on providing culturally competent services and a history of successful workforce development programming.

FUNDING AMOUNT

EPG is the administrative and fiscal agent of the WDB, responsible of the management of the WDB's funds received from the U.S. Department of Labor, Employment and Training Administration, Maryland Department of Labor for the Workforce Innovation and Opportunity Act (WIOA), Summer Youth Connections, American Rescue Plan Act, and other grant funding. The WDB anticipates that total funding of **up to \$250,000 for Summer Youth Employment Programs** will be available for contract/s awarded through this RFP. Funding for this RFP is expressly contingent upon final budget approval. The WDB reserves the right to negotiate the final contracts.

The WDB will award funding to one or more entities that demonstrate an ability to effectively deliver and manage services as described within this RFP at the best value. Agreements are anticipated to have terms effective May 1, 2022, through September 30, 2022.

TYPE OF CONTRACT RESULTS FROM THIS RFP

Contracts executed because of this RFP will be paid through cost reimbursement unless otherwise specified. Final contracts will also be subject to any changes in legislation, regulations or policies required by the funding sources. The WDB reserves the right to vary or change the terms of any contract executed because of this RFP, including but not limited to funding levels, the scope of services, performance standards, and period of performance, as it deems necessary.

MINIMUM CONTRACTOR REQUIREMENTS:

Contractors must:

- Demonstrate a record of prior successful experience implementing subsidized youth employment programs, internships or specialized training programs for youth, ages 16 -24.
- Demonstrate, with detail, the extent or responsibility on prior projects
- Demonstrate familiarity with WIOA and its regulations, as well as other federal and state laws regarding job training, job placement assistance and supportive services to youth.
- Demonstrate capacity to stand up a operationalize a Summer Youth Employment Program quickly
- Demonstrated experience providing workforce development services in urban and suburban communities.
- Can fulfill contract requirements, including the indemnification and insurance requirements.
- Have the administrative and fiscal capability to: (i) provide and manage the proposed services on a cost-reimbursement basis, (ii) ensure an adequate audit trail, (iii) maintain audit ready files on-site, and (iv) meet all reporting requirements as prescribed by the WDB, DOL, and USDOL.
- Recruit and serve youth, ages 16 - 24, in facilities that are geographically distributed throughout the County or on public transportation routes.

- ☐ Meet other proposal requirements as listed in this RFP and attachments

SUMMER YOUTH EMPLOYMENT PROGRAM REQUIREMENTS

PROGRAM DESCRIPTION

The goal of the Summer Youth Employment Program (SYEP) is to provide youth with summer employment opportunities, combined or integrated with specialized summer youth training/programming, or the delivery of a hybrid model to Prince George's County youth, ages 16 - 24. Summer Youth Employ Program should expose youth to various public and privatesector industries, with a focus on those deemed "in-demand" by the WDB, through short-term subsidized work experience opportunities. SYEP is a strength-based employment program and youth will be matched to employment opportunities based on their interests and skills.

- **Youth Ages:** 16 - 24
- **Minimum Number of Youth Served Per Contract:** Up to **fifty (50)** youth participants per agency; with additional increments of **twenty-five (25)** participants and **one (1)** youth coordinator or **one (1)** instructor based on proposal submittal of job placement and/or a specialized training program (1:25 staff ratio)
- **Referral Sources:** Recruit youth attending high schools, youth disconnected from high school and youth who graduated from high school or post-secondary education but are currently unemployed and not attending any school.
- **Program Schedule:** **one hundred twenty (120)** hours per youth in total over a span of six weeks; **twenty (20)** hours a week
- **Budget categories:** youth wages and fringe, youth coordinators wages and/or instructor wages and fringe, transportation, uniforms/supplies, incentives, and administration
 - **Youth Wages:** \$13 - \$15 an hour
 - **Staff Wages (Youth Career Consultant and Instructor Wages):** \$27 per hour, up to **forty (40)** hours per week for **five (5)** months

Key Functions

1. Hire quality career consultants and instructors
2. Recruit and support youth
3. Delivery of job readiness and soft skills curriculum to prepare youth for on-site work experience prior to site placement
4. Match youth with employment placement or specialized training program based on youth's demonstrated interest and skills
5. Recruitment and monitoring of work sites
6. Administer payroll for youth wages

HIRE QUALITY CAREER CONSULTANTS

Under this program model, the selected Service Provider must identify staff who have experience working with youth, ages 16 - 24, or possess other commensurate experience in workforce development or education. Career Consultants are responsible for building strong relationships with youth participants in the program and will monitor youth participants progress in Job Readiness Training and on the worksite. The Career Consultant will also serve as a liaison between the participant and the host worksite and will conduct regular evaluations of the participants progress throughout the 6-week work experience. Finally, Career Consultants will be responsible for tracking participant data in the Maryland Workforce Exchange (MWE) and processing participant payroll.

OUTREACH AND RECRUITMENT

The selected Service Provider(s) shall conduct outreach and recruitment efforts throughout Prince George's County to generate quality enrollments for SYEP. Outreach shall be conducted in conjunction with Prince George's County Public Schools, the American Job Center Community Network partners and other service providers, programs, and educational institutions who serve youth, ages 16 - 24. Service Provider(s) will be required to establish a social media presence, and written strategy, targeting OSY in the DC Metropolitan Region.

The selected Service Provider will be required to conduct orientation for youth and their parents a minimum of two times per week. Demographic data must be tracked for all recruits that attend orientation in the service providers internal data tracking tools. Data must be readily available to the WDB staff upon request.

ELEGIBILITY, ORIENTATION, ASSESSMENT AND SUITABILITY

To be eligible as an out-of-school youth:

1. Not attending any school;
2. Between the ages of 16 - 24 at the time of enrollment;
3. One or more of the following:
 - a. A school dropout;
 - b. A youth within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter. School year calendar quarter is based on how a local school district defines its school year quarters (Note: In line with WIOA, in assisting an OSY who is required to attend school under Maryland law, the priority in providing such assistance shall be for the individual to attend school regularly);
 - c. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English Language Learner;
 - d. An individual who is subject to the juvenile or Youth justice system;

- e. A homeless individual or runaway;
- f. An individual who is in foster care or has aged out of the foster care system, or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Section 477 of the Social Security Act (42 U.S.C. 677), or an individual who is in an out of home placement;
- g. An individual who is pregnant or parenting;
- h. An individual with a disability; and,
- i. A low-income individual who requires additional assistance to enter or complete an educational program or secure or hold employment, as defined by the Prince George's County Local Workforce Development Area Local Plan.

To be eligible as an in-school-youth

IN SCHOOL YOUTH

An In-School Youth (ISY) is defined by WIOA Section 129(a)(1)(c) as an individual who is:

- a. Attending school;
- b. Between the ages of 14-217 at the time of enrollment;
- c. Low-income; and
- d. One or more of the following:
 - 1. Basic skills deficient;
 - 2. An English Language Learner (ELL);
 - 3. An offender;
 - 4. A homeless youth or a runaway, in foster care or has aged out of the foster care system;
 - 5. Pregnant or parenting;
 - 6. A youth who is an individual with a disability; and,
 - 7. An individual who requires additional assistance to complete an educational program or secure or hold employment, as defined by the Prince George's County Local Workforce Development Area Local Plan.

Note: The Board interprets “requires additional assistance to complete an educational program or to secure or hold employment” as set forth in the State’s Youth Policy and WIOA sections 129(a)(1)(B)(iii)(VII) and (a)(1)(C)(iv)(VII); as any youth with a barrier to employment (including individuals with a disability) who requires additional education, vocational training, or intensive career counseling and related assistance, in order to participate successfully in regular schoolwork or to secure and hold employment. It is further defined as a lack of employability skills including social skills, documented through completion of a competency checklist; an inability to retain jobs (lost two or more jobs during the 12 months preceding eligibility determination), documented by the career consultant, in-school youth or out-of-school youth, during initial assessment; or, a lack of prior work experience (has not worked for the same employer for longer than three consecutive months in the year preceding eligibility determination), documented by the counselor during initial assessment. Eligibility will be documented using the informal assessment in MWE. For the purposes of this Policy, the Board may also recognize those individuals who have demonstrated the inability to maintain employment for more than 6 months at a time with the same

employer within the previous **two** (2) years, and/or individuals residing in a household where the parent, guardian, and/or head of household experiences the following barriers: a) does not have a high school diploma or GED b) an English Language Learner, immigrant or refugee c) a criminal conviction.

Youth Program Design (Section 129(c)(1)) must include:

- An objective, individualized assessment of the academic levels, skill levels and service needs of each youth. The objective assessment must include a review of basic skills, work readiness skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs and developmental needs for the purpose of identifying appropriate services and career pathways for youth. Recent assessments conducted pursuant to another education or training program may be utilized.
- Development of Service Strategies for all youth served. The Individual Service Strategy is a plan that identifies career pathways that include education and employment goals, appropriate achievement objectives, and appropriate services for the youth, considering the assessment results. Recent service strategies developed for the youth under another education or training program may be utilized.

The specific services a youth will receive is based upon the youth's objective assessment and individual service strategy.

- Selected service providers will determine and verify program eligibility prior to program enrollment in the WIOA youth program. Documentation verifying eligibility for all programs must be collected within the timeframes required by program law and regulations. Eligibility documentation must be obtained and retained electronically in the state system, Maryland Workforce Exchange (MWE). The WDB does not require a paper (hard) case file.
- A comprehensive orientation will be provided to all youth and their parent or legal guardian (if applicable), regardless of entry point. Orientation should include sharing information and services available through the workforce system, including partner services and any other pertinent resources to ensure successful completion of the youth's summer work experience.

JOB READINESS TRAINING

All Service Provider(s) are required to facilitate job readiness training to youth participants prior to their start date at their assigned work site. Job Readiness Training must be designed to help youth develop 21st century skills, including soft-skills development and financial literacy. Examples of these skills include:

- Developing skills such as communication, critical thinking, decision-making and problem-solving skills, and self-management
- Learn work norms and culture
- Understand career pathways and decision points, including the linkages among educational attainment, relevant experience, demonstrable skills, and career advancement
- Build professional networks

- Assess skills to discover and reflect on interests and strengths in coaching
- Use summer employment experiences or specialized training experiences to build a resume

WORKSITE MATCHING

Service Provider(s) will match youth to employment placement or specialized training programs based on the youths' interests and skill assessments. The Service Provider should identify the assessment tools that will be used to identify the interests, aptitudes, and skill level of each participant. Youth should be matched to a worksite based on their identified interests and not on-site availability alone.

RECRUITMENT AND MONITORING OF WORK SITES

Service Provider(s) will recruit work sites and/or specialized training programs in various industries who are committed and have experiences working with youth at their sites. Work Experience host sites should be equipped to foster youth's experiences in exploring career interests, assist in developing employability skills and offer professional support, communication and monitoring to ensure youth are gaining valuable skill development opportunities.

ADMINISTERING PAYROLL

All Service Provider(s) will write worksite agreements for \$13 - \$15 per hour not to exceed 120 hours. If participants drop out or choose not to complete the entire summer work experience, the service provider may enroll additional youth to fulfill the remaining hours from the previous participant.

Youth wages can be paid by the service provider, their fiscal agent, or a third-party payroll processor. Service providers or their designated fiscal agent or third-party processor must have the capacity to operate a payroll and timekeeping system that ensure youth are paid on time and according to an established schedule. **All service providers will operate on a reimbursement basis.** Service providers must have adequate and available resources to meet program and payroll costs.

Key activities of Payroll Administration

- Collect participant timesheets and record in payroll system. Respondent will be required to maintain a timekeeping system including collection of hours worked to be reported into the payroll system for reporting purposes regardless of payroll system chosen
- Pay participants on a bi-weekly basis. Regardless of payroll system chosen, Respondents are required to ensure all protocols of payroll system are adhered to and followed to ensure bi-weekly wages are paid to youth
- Maintain time and payroll documents in a secure place

PERFORMANCE METRICS AND OUTCOMES

The Summer Youth Employment Program (SYEP) strives to provide youth employment to young people between the ages of 16 - 24 by exposing them to various public and private sector industries, job readiness training and employment placement opportunities. To track progress toward achieving the outcome goals of this program and assess success, WDB staff will monitor a set of impact measures that may

include, but are not limited to:

- 100% of youth will identify a career pathway based on their skills, aptitudes, and interests
- 90% of youth will complete Job Readiness Training
- 40% of youth will secure long-term employment after the summer

To monitor and recognize intermediate progress toward the above performance indicators, the service provider(s) must track output metrics that may include, but are not limited to:

- 70% of youth will complete the entire six-week program
- 100% youth will be paid on time
- 75% of youth report a positive relationship with an instructor or coordinator in their program
- 80% of youth will sign up for Direct Deposit

In addition to the performance indicators and output metrics listed above, the WDB encourages service provider(s) to propose additional indicators and metrics, including those that demonstrate early success and are indicative of youth's progress of attaining educational or career pathways due to their participation in SYEP.

The ideal Service Provider(s) will be open to flexibility in program delivery and having a cooperative relationship with the WDB and the Program Performance & Data Management Team, who will provide program monitoring, training, and technical support throughout the contract term.

DATA, RECORDING KEEPING, VALIDATION AND REPORTING

While there are many state and federal requirements for data collection across the WIOA programs, the WDB will require a standardized data collection procedure involving the Service Provider(s) that ensures a comprehensive, detailed, and comparable record for each participant. This will include quantitative participant demographic information and services received, individual and family characteristics, and qualitative data across all programs. Baseline data collection at the outset of the project should be followed by data gathering activities at regular intervals to record the programs and its participants evolving history and data records.

The selected Service Provider(s) will have access to existing databases for use in participant record keeping. All Maryland Workforce Areas, including Prince George's County, record WIOA in a state-managed database system, Maryland Workforce Exchange (MWE), which supports WIOA and Wagner-Peyser Programs and is maintained by the Maryland Department of Labor. Service Provider(s) are mandated to utilize MWE and/or any designated management information data base system required by the local workforce area for data collection and documentation.

Service Provider(s) must ensure documents are legibly imaged to a prescribed file management and document imaging system and must maintain an electronic file that is properly tagged and uploaded using prescribed guidelines. The Service Provider(s) must develop policies and procedures that ensure the proper use of data and demonstrate that controls are sufficient to prevent identity theft, fraud, and abuse of

participant information.

FISCAL ACCOUNTABILITY AND STEWARDSHIP OF FEDERAL RESOURCES SUPPORTING THE WORKFORCE SYSTEM

Service Provider(s) operations must be conducted in compliance with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ([2 CFR Part 200](#)) and with fiscal accountability and stewardship of the federal funding supporting the activities. Stewardship refers to processes and structures that manage, allocate and monitor resources to ensure that Federal funds are utilized to carry out a program for a public purpose specified in the authorizing statute.

Financial System Requirements –

- *Budget Controls:* The organization has a method for tracking planned expenditures that allows it to compare actual expenditures or outlays to planned or estimated expenditures.
- *Cash Management:* The organization's cash draws are necessary and reasonable, and the timing and amount of such draws appear to be as close as possible to the actual disbursement of federal funds for the payment of allowable and allocable costs incurred under the contract.
- *Program Income:* The organization is aware of the requirements for earning, spending, and reporting program income.
- *Cost Allocation:* The organization only allocates costs to the contract to the extent that a benefit was received.
- *Allowable Costs:* The organization has a system in place to ensure the program is incurring necessary and reasonable costs and is only charging allowable and allocable costs to the contract.
- *Internal Controls:* Effective control, integrity, and accountability are maintained for sub-recipient cash, personal property, and other federally funded assets.
- *Financial Reporting:* The organization has an accounting system that allows it to maintain accurate and complete disclosure of the financial results of its contract activities and those of its sub-recipients according to the financial reporting requirements of the contract.
- *Documentation Required for Monitoring and/or Invoice Submittal:*
 - o General ledger;
 - o Cash receipts and cash disbursements journals/reports or equivalent;
 - o Bank statements, reconciliation, deposit slips and canceled checks for each bank account through which WIOA funds were received or disbursed;
 - o All contracts and MOUs with AJCCN Partners, including all amendments;
 - o All financial reports and documentation supporting requests for reimbursement;
 - o Payroll records including Individual Earnings Record, Employee Withholding Authorization (W-4), FICA reporting forms, federal and state withholding, Unemployment

taxes, Employee Personnel Files, Time Records and Employee Time/Salary Allocation plans;

- o Invoices and/or supporting data for non-payroll disbursements.

INTERNAL SUB-RECIPIENT MONITORING

In accordance with WIOA Contract Monitoring and Audit Procedures the Service Provider(s) must cooperate with any contract monitoring, inspection, or audit requests from the WDB, the Maryland Department of Labor, USDOL and any other internal or external auditors. Providers must also ensure compliance with all sub-recipient monitoring of its subcontractors.

Service Provider(s) must also demonstrate the capacity to ensure internal program record management procedures that ensure auditable and adequate records are maintained demonstrating the eligibility of all WIOA customers as well as confirm adherence to specific requirements and time limitations. Service Provider(s) are required to have an Office of Management and Budget (OMB) single audit, share any audit results or findings with federal, state, and WDB monitors and develop corrective action plans.

COST REQUIREMENTS

The Bidder may propose costs associated with performing the scope of work identified in technical volume of the cost proposal and the Budget Summary of Costs Worksheet. The Bidder must submit a description of the proposed costs and explain the allocation by cost element. The Bidder must have an explanation of how costs will be recorded and tracked, and in the name and version of the proposed accounting system.

The successful Bidder will need to demonstrate a high degree of fiscal accountability, transparency and integrity in its financing and budgeting.

Moreover, the successful Bidder will need to demonstrate the ability to maintain separate accounting streams for WIOA funds and be able to clearly show that funds have been used for their intended and allowable purposes under MD DOL and WDB policy.

IN-KIND AND CASH MATCH RESOURCES

To efficiently deliver proposed services, it is important to leverage resources. Bidders are encouraged to include in-kind resources that will be dedicated to this service contract. These in-kind resources must directly support the proposed program activities and must be documented with a Letter (s) of Commitment. Examples of in-kind resources include:

- Staff time from contractor and/or related subcontractors.
- Facilities expenses where the program services are performed
- Participant expenses such as stipends, wages, incentives, travel, tuition, books, fees, tools or required work clothes, and other supportive services
- Equipment used in providing services
- Program based outreach and/or media support

PROPOSAL PREPARATION AND FORMAT REQUIREMENTS

Proposals must be submitted via our online grant application portal no later than April 18, 2022, which can be accessed by clicking [here](#). Proposals not received by the deadline will be automatically disqualified from competition – **no exceptions**. Mailed, faxed, or hard copy proposals will not be accepted.

Bidders must include all the required attachments listed on Attachment Submittal Form that pertain to the proposal. **No additional attachments are allowed**. Failure to include required attachments will disqualify the proposal. Bidders may submit attachments as part of their electronic submission.

PROPOSAL NARRATIVE AND SCORING GUIDELINES

STAFFING AND MANAGEMENT REQUIREMENTS

The Bidder must describe the relevant experiences, resources, and qualifications of the proposed staff to be assigned directly to this project. In addition, describe the experiences of personnel in implementing similar services, and state the Bidder's ability to commit full time key personnel for the full contract performance period.

- a. **Key Personnel:** Bidders should identify key personnel; Program Manager, Fiscal Personnel, and Other Key Personnel, as full-time and part-time employed staff, and/or all Subcontractors (*this does not preclude the Bidders responsibility to follow federal procurement requirements*). Provide dates of employment, job titles, and relevance of previous experience of work undertaken by the employee and proposed partners.
 - Program Manager:** The Bidder will identify and assign a Program Manager who will provide management, administrative, and technical interface with EPG personnel in the day-to-day performance of the contract. *For the Program Manager of the project, describe relevant experience in managing projects of similar size, scope, and dollar amount.*
 - Fiscal Personnel:** The Bidder will identify and/or assign fiscal personnel who will provide fiscal responsibility, accountability, reporting, and monitoring that interface with EPG personnel in the day-to-day fiscal transparency of the contract. *Provide qualifications of fiscal staff that will be responsible for fiscal, procurement, internal controls, reporting, and self-monitoring; thereby, demonstrating the ability and acceptance of fiscal liability for grant funds. (Office of Management and Budget Circular A-133 and 29 CFR Parts 96 and 97; 2 CFR 200).*
 - Other Key Personnel:** The Bidder will identify and provide the qualifications of key personnel by activity (*i.e., recruitment, eligibility determination, assessment, case management, etc.*) **including number of hours of relevant training**. The intention is to identify the connection between the qualifications and experience of key personnel and the value their expertise will bring to the proposed program.

EVALUATION FACTORS FOR AWARD

The following is the total weight for this RFP. Bidders **must have a total of 80% or higher** in the scoring

methodology to be recommended to the WDB for final consideration.

SCORING METHODOLOGY	
Organizational Background/Evidence of Experience	20
Outreach and Assessment Strategies	15
Job Readiness Program	15
Employer Match and Monitoring	15
Payroll Administration	15
Fiscal Budget/Narrative	20
TOTAL AVAILABLE POINTS	100 POINTS

BEST AND FINAL OFFERS / ONE HOUR PROPSE(S) INTERVIEW

The WDB and EPG reserves the right to conduct one hour interview with Bidders for the purpose of obtaining “best and final offers” as follows:

- Enter into pre-selection negotiations.
- Schedule oral presentations; and
- Request revised Proposals.

The Evaluation Committee will limit any discussions to those Bidders whose proposals have the potential for selection. **The WDB will award to the responsible Bidders whose proposal, conforming to the solicitation, will be the most advantageous to the County, cost or price and other factors.** Additionally, the WDB may award grants or contracts on a sole-source basis if it determines that there is an insufficient number of eligible providers of youth workforce services activities in the local area involved (such as a rural area) for grants and contracts to be awarded on a competitive basis.

APPLICANT COMPETENCY

All applicants must have the technical competence, knowledge and expertise, management, administrative capabilities and capacity, professional staff, financial resources, and stability, as well as administrative and fiscal systems to carry- out the work described in this RFP. Applicants must meet high standards of public service and fiduciary responsibility. The WDB requires assurance that the selected applicant’s performance of the terms and conditions of any agreement resulting from this RFP be undertaken in accordance with the highest level of integrity and business ethics. Applicants must be able to implement a system of self-monitoring, including the review of key data related to performance, quality assurance, financial integrity and accuracy, and one-stop center operations. Applicants are responsible for being knowledgeable of all laws, regulations, rules, and policies of the funding sources identified in this RFP. If the WDB determines, (at its sole discretion), that the selected applicant is not responsible or that it does not possess the administrative, fiscal, and/or technical resources and capabilities necessary to successfully

perform under the terms and conditions of an agreement, it shall terminate the agreement immediately.

The selected applicant(s) will actively participate with the WDB in shaping and informing the local workforce development system. As such, the selected applicant will assist in the development and will maintain current knowledge of and expertise in:

- Federal, state, and local policies including WIOA and its implementing guidance;
- Evidence-based workforce development practices and viable career pathways;
- Local workforce development programs, social service agencies, and related resources; and,
- Local labor market information including workforce and employer dynamics.

Successful delivery of services solicited by this RFP will require the service provider's ability to perform the services and functions of what is described in the following: Workforce Innovation Opportunity Act and key Training and Employment Guidance Letters (TEGL) from the US Department of Labor including, but not limited to, the following:

- 20 CFR Parts 675,677,678,681, and 683;
- TEGL 23-14: WIOA Youth Program Transition;
- TEGL 8-15: Youth Program Transition Guidance;
- TEGL 21-16: WIOA Title I Youth Formula Program Guidance.

BIDDERS CONDITIONS, REPRESENTATIONS AND AUTHORIZATIONS

By submitting its proposal, each Bidder understands, represents, and acknowledges that:

A Bidder or his/her authorized representative may withdraw or modify his/her proposal by written notice received, at the Issuing Office's address, prior to the exact hour and date specified for proposal receipt.

The Bidder's information and representations in the proposal are material and important, and the Issuing Office may rely upon the contents of the proposal in negotiations, contractual obligations, and awarding the contract(s). The Bidder agrees that the proposal will remain firm for a period of one hundred twenty (120) calendar days after the date specified for receipt of proposals or until a sub-recipient agreement is fully executed.

Bidders selected and serving as a WIOA OSO are sub-recipients of a Federal award and thus are required to follow the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200).

Each Bidder, by submitting its proposal, authorizes the WDB to release to the State of Maryland information concerning the Bidder's Maryland taxes, unemployment compensation, workers' compensation liabilities, and total compensations for individuals charged to the subrecipient agreement.

The Bidder has arrived at the cost(s) and amount(s) in its proposal independently and without consultation, communication, or agreement with any other Bidder or potential Bidders. The Bidder shall not disclose any of these items on or before the proposal submission deadline specified in this RFP.

The Bidder has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting a proposal on this sub-recipient agreement, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.

The Bidder has not made, under separate sub-recipient agreement with the WDB, any recommendations to the Issuing Office concerning the need for the goods and services described in its proposal or the specifications for the goods and services described in the proposal.

The Bidder is not currently under suspension or debarment in the State of Maryland, any other State or the Federal government and, if the Bidder cannot so certify, then it shall submit along with its proposal a written explanation of why it cannot make such certification (2 CFR 200.213).

The Bidder must clearly identify and describe the services being offered in response to this RFP. Bidders are cautioned that the organization, as well as the thoroughness of the response, is critical to the evaluation process.

The Bidder's Proposal forms must be legible and complete in their entirety, with all required supplemental information presented in an organized, comprehensive, and easy-to-follow manner.

The WDB is not liable for any costs the Bidder incurs in preparation and submission of its proposal, in participating in the RFP process, or in anticipation of award of the sub-recipient agreement.

The WDB reserves the right to reject any proposal if the evidence submitted by the Bidder proves the Bidder is not qualified to carry out the obligations of the RFP and to complete the Project as specified.

The WDB may make investigations (including on-site visits and contacting any or all references) as deemed necessary, to determine that the Bidders' competence, number of qualified employees, business organization, and financial resources are adequate to perform per the RFP.

To the best knowledge of the person signing the proposal for the Bidder, the Bidders, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as the Bidder has disclosed in its proposal.

To the best knowledge of the person signing the proposal for the Bidder and unless the Bidder has otherwise disclosed in its proposal, the Bidder has no outstanding, delinquent obligations including, but not limited to, any Federal and State tax liabilities not being contested on appeal or other obligation of the Bidder that is owed.

Until the selected Bidder receives a fully executed and approved written sub-recipient agreement from the Issuing Office, there is no legal and valid sub-recipient agreement, in law or in equity. The WDB reserves the right to vary or change the terms of any sub-recipient agreement executed as a result of this RFP, including funding levels, the scope of work, performance standards, and shortening or extending the sub-

recipient agreement period, as it deems necessary in the interest of the Board and its programs, pending availability of funds.

The fully executed Agreement will require the selected Bidder to assume responsibility for all goods and services offered in its proposal whether it produces them itself or through subcontract. Additionally, if the Bidder uses any subcontractor, the proposal should be clear on the roles, responsibilities, and outcomes of each. The substitution of one subcontractor for another must be made at the discretion and prior written approval of the Issuing Office. The WDB considers the selected Bidder to be the sole point of contact regarding all contractual matters.

Bidders shall not issue press releases, internet postings, advertisements or any other public communications pertaining to this Project without prior written approval of the Issuing Office, and then only in coordination with the Issuing Office.